**Annex A – Personal Emergency Evacuation Plan**

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| Premises name and address | Sheerwater Health Centre  Devonshire Avenue  Woking  GU21 5QJ |
| Date of plan |  |
| Planned review date |  |

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| Personal plan for | Nine Taylor |
| Role of individual | Practice Manager |
| Planned review date |  |

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| Nominated assistant(s) |
| Nine Taylor Practice Manager  Louise Gray Assistant Practice Manager  All reception staff |

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| Assistance required |
| All staff are aware of the evacuation procedure. All rooms will be checked before leaving the building to ensure every room and area is empty of any personnel patients or visitors. |

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| Equipment required |
| N/A |

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| Step-by-step guide |
| The building is on one level with only 3 clinical rooms, 1 waiting area, 1 reception room and an admin office. All staff are aware of the evacuation policy and procedure. Once the alarms sound all staff area aware to immediately vacate the building ensuring all rooms are clear and no one is left inside. |

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| Evacuation routes |
| The building has a one way in and out, plus an emergency exit in case of a fire |